

MINUTES OF A MEETING OF THE CORPORATION HELD ON
WEDNESDAY 23 MARCH 2016
IN ROOM L8 AT THE ISLE OF WIGHT COLLEGE

			ATTENDED	ATTENDANCE 2015/16
GOVERNORS:	Mr Peter Conway	Chair	✓	5 of 5
	Dr Nick England	Vice Chair	✓	4 of 5
	Mrs Debbie Lavin	Principal	✓	5 of 5
	Ms Michelle Campbell	Support Staff Governor	0	4 of 5
	Mr Steve Corbett		✓	4 of 5
	Mrs Jan Gavin		✓	4 of 5
	Mrs Jessica Garbett		0	3 of 5
	Prof. Nigel Hastings		✓	5 of 5
	Mr Mike Hosking		✓	4 of 5
	Ms Wallis Haywood		✓	3 of 5
	Ms Ginnie Orrey		✓	4 of 5
	Mrs Sheila Paul		✓	3 of 5
	Dr Nick Sinnamon		✓	4 of 5
	Mr Phil Truckel	Teaching Staff Governor	✓	3 of 5
	Dr David Wake		✓	3 of 5
Attendance % this meeting:		87%	Present at this meeting:	
Attendance % year to date:		87%	Total attendance year to date:	
			13 of 15	
			65 of 75	

IN ATTENDANCE:	Ms Lynne Christopher	Deputy Principal	✓
	Mr Peter Thompson	Assistant Principal – Resources & Finance	✓
	Miss Fidelma Washington	Assistant Principal – Curriculum & Quality Improvement	0
	Mr Roland White	Assistant Principal – Teaching, Learning & Students	✓
	Mrs Tracy Bull	College Accountant	✓
	Mr Brian Bowker	Clerk to the Corporation	✓
APOLOGIES: Michelle Campbell (H), Jessica Garbett (U), Fidelma Washington (H)			

ACTION

218/15 DECLARATIONS OF INTEREST

Dr David Wake as a member of the UKSA Advisory Board. Prof Nigel Hastings as married to a governor of the Innovation Trust. Dr Nick England in relation to work currently being undertaken at Sandown and Ryde Academies and Mr Steve Corbett as an employee of Portsmouth University and link with the Education Training Foundation contract.

219/15 APPROVAL OF THE NON CONFIDENTIAL AND STUDENT CONFIDENTIAL MINUTES OF THE MEETING OF THE 24 FEBRUARY 2016

The minutes were APPROVED as a true record.

220/15 MATTERS ARISING FROM THE MINUTES OF THE 24 FEBRUARY 2016

It was NOTED that the teaching staff governor had addressed the one item.

221/15 APPOINTMENT OF NEW GOVERNORS

The Corporation APPROVED:

1. the appointment of Mr Martyn Pearl to the Corporation for a period of four years, commencing 27 April 2016 and
2. ratified the appointment of Mr Matt Grzegorzewski to the Corporation for a period of four years, commencing 23 March 2016 and
3. the appointment of Mr Phil Truckel as a member of the Search & Governance committee until 31 July 2016

222/15 DRAFT CONFIDENTIAL CAPITAL COMMITTEE MINUTES OF THE MEETING HELD ON 24 FEBRUARY 2016

The Corporation NOTED the draft Capital Committee minutes.

223/15 DRAFT SEARCH AND GOVERNANCE COMMITTEE MINUTES OF THE MEETING HELD ON 3 MARCH 2016

The Corporation NOTED the draft Search & Governance committee minutes.

224/15 COLLEGE AND GOVERNOR EVENTS

The Corporation NOTED the events.

225/15 CHAIRS BUSINESS/RATIFICATION OF CHAIRS ACTION

The Chair provided Members with a brief update on progress with the Pathways, STEM and CECAMM building projects.

With Members' agreement the Chair moved the order of agenda items to ensure that reports deferred at the last meeting were considered first.

226/15 RESULTS OF EMPLOYER SURVEY 2014/15

The Assistant Principal (Resources and Finance) reminded Members that the purpose of the report was to update Corporation on the results of the College employer survey from 2014/15, identifying any areas of concern and recommending actions to improve future employer satisfaction.

Members considered the report and focussed on the detail, noting that; overall employer satisfaction is 90%, which is 3% below the QDP benchmark; five indicators are at or above the QDP benchmark compared to six in 2013/14; with 12 indicators falling below benchmark, compared to eight in 2013/14. The 2% drop from 91% to 89% of employers agreeing that the training provided by the College had a positive impact on their business was also noted.

Members recognised that the survey demonstrates a reasonably high level of overall satisfaction (90% with Island employers) but they were concerned to ensure that the College acts swiftly to eliminate issues and prevent further decline. The Chair stated that it was essential that all areas of concern are identified and addressed promptly, to ensure that the College remains a leading education provider in an extremely competitive environment.

The Assistant Principal was asked what specific actions were being taken. He informed them that a member of the employer responsiveness team, to better understand the problems and mitigate existing perceptions, would visit all employers identified as "detractors". The system of apprenticeship recruitment would be examined in detail to minimise the time delays

caused by bureaucracy and improve responsiveness and feedback to employers. In addition, existing College protocols of customer service would be reinforced and elements of the engagement process would be sample tested. Also, employers who have been identified as using an alternative provider would be actively targeted to see if the College could secure their business.

Further questions were asked regarding specifics of the survey process, including the size of the companies participating in the survey and the management level of staff contacted within those companies.

The Corporation CONSIDERED the report.

227/15 TEACHING, LEARNING AND ASSESSMENT REPORT

The Assistant Principal (Teaching, Learning and Students) took Members through the report and reminded them that its purpose is to provide a summary of the quality of teaching, learning and assessment at the College and an update on action to enhance standards in these key areas.

Members asked a number of questions regarding the criteria used for assessing best practice and the Assistant Principal informed them that observers use criteria aligned to the Education and Training Foundation professional standard and Members focused on the criteria table on page three of the report. Specific questions were asked including: how do staff distinguish between best and good practice? How do teachers know what the criteria are for good/and best practice? What are lesson observers assessing and why is achievement not used in the criteria (how can an assessment of teaching be made without considering achievement)? How are observations decided and departments selected for observation? What is the impact of poor attendance on student performance? What are the reasons for poor attendance in functional skills and is there a concern regarding the potential negative impact on funding? The Assistant Principal provided a detailed and satisfactory response to the above questions.

Mr Steve Corbett left the meeting at this point and Mrs Jo Lutas joined the meeting.

228/15 HEAD OF DEPARTMENT REPORT: CHILDHOOD STUDIES/TEACHER EDUCATION

The Head of Department took Members through the report, which provided an update on the work of the department, highlighted its position in the current year and focused on detailed areas for improvement taken from the 2015 self-assessment report and quality improvement plan.

A number of questions were asked including; when observing a lesson is there a grade for learning and a grade for teaching? When a lesson is graded outstanding is it the teaching or the learning which is outstanding? What is being done to address the poor progression to grade C in maths and English? How is the department meeting the demand from employers requiring maths and English qualifications? What provision is made for students who wish to do a Level 3 course but do not have maths or English qualifications? What are the challenges with developing apprenticeship provision? Why is the value added at Level 3 so poor? What is the nature of Forest Schools and is future development planned in this area? What action is being taken to address the areas for improvement identified in the 2014/15 self-assessment report and what progress has been made to date? What career opportunities are there both on and off the Island and how many students directly entered employment last year?

The Head of Department provided a detailed and satisfactory response to the above questions, highlighting the competitive nature of this area of work and a broad discussion took place about recruitment strategies implemented by private providers.

Members noted the good work carried out by the department, including very good overall student attendance, and thanked the Head of Department for her report. The innovative nature of the work of the department was outlined by the Assistant Principal (Resources and Finance), who informed Members that high quality developments were taking place in blended and e Learning and use of social media.

The Corporation CONSIDERED the report.

Debbie Lavin and Tracy Bull joined the meeting at this point and Jo Lutas left the meeting.

229/15 MONTHLY FINANCE REPORT

The College Accountant took Members through the report and informed them that it shows an operating surplus of £228k (versus a forecast surplus of £170k) giving a favourable year to date variance of £58k. However, it should be noted that this is a worsening result because the budget variance has reduced from £85k in January 2016. She stated that key income streams continue to be lower than budgeted; full cost, ESF (no income to date) and pay is lower than budget, giving a favourable variance but it is higher than 2014/15 by £190k. She added that non-pay includes some higher non-pay costs for several areas and these have been incorporated into the latest estimate for the year.

In terms of the balance sheet, the debtor days are now 84 days, compared to 104 days in February 2015 and the finance department is continuing to chase down debt. With regard to cash, it was noted that very little capital project cash now remains and the month end balance of £800k was mostly College funds. However, a £576k CECAMM receipt is expected within the next few days to support new build expenditure.

In summary, she stated that the financial health of the College is currently good at 210 points, on the 2014/15 methodology, which is due to change shortly. However, this time last year the financial health position was good at 180 points. Members noted the report, the improved financial health rating, and the Chair congratulated the department on its positive action in chasing up old debts. A question was asked regarding income being delayed and reassurance was sought that this was only a delay and that funds would be received later. The College Accountant said that this was the case in most instances but that in some areas (full cost) there will be less income.

The Corporation CONSIDERED the report.

230/15 LATEST ESTIMATE

The Assistant Principal (Resources and Finance) took Members through the report and reminded them that the College had set a budget with an operating surplus of £84k, post restructuring costs and pre loss on disposal of fixed assets. He stated that at the end of January 2016, the College is forecasting a year end position of minus £68k before mitigations and mitigations are valued prudently at £272k, which would translate the forecast into a surplus of £204k.

The Corporation CONSIDERED the report.

231/15 PRINCIPAL'S REPORT

The Principal took Members through her report, which provided strategic updates on the Solent Area Review; the FE Performance Data Conference; DfE interim KS5 minimum standards; RAISEonline; the Government budget 2016; the Association of Colleges policy update; the new 'Apprenticeships' brochure and capital builds. In response to questions, the Principal expanded on current Area Review progress, FE performance data and the Government's budget and its impact on FE.

The Principal reminded Members that the College gifted three days holiday during the period between Christmas and New Year and that this year, due to an anomaly in dates, she was planning to gift four days holiday. Members fully supported this proposal.

The Principal also informed Members that interviews would be taking place for Head of Department posts under the new structure on 18 and 19 April and she asked Governors who might be interested in participating in the interviews to contact the Clerk to the Corporation.

All

The Corporation CONSIDERED the report.

232/15 GOVERNOR CONTACT DAY 2015 ACTION PLAN FINAL REPORT

The Corporation NOTED the report.

233/15 SAFEGUARDING TERMLY REPORT

Questions were asked regarding the Prevent Channel panel and the outcome to action relating to the four students referred to the panel. A question was also asked regarding the issue of "sexting" and what action the College was taking. The Assistant Principal (Teaching, Learning and Students) responded with an update.

The Corporation CONSIDERED the report.

234/15 SAFEGUARDING POLICY ANNUAL UPDATE

The Corporation APPROVED the updated Safeguarding Policy and procedures.

235/15 SECTION 157 AUDIT

The Corporation NOTED the report.

236/15 EQUALITY & DIVERSITY POLICY AND EQUALITY OBJECTIVES

The Corporation APPROVED the updated Equality & Diversity Policy and Equality Objectives for 2016/2020.

237/15 ANY OTHER BUSINESS

There were no items of any other business.

238/15 DATE OF NEXT MEETING

Wednesday 27th April 2016 at 16.00hrs – 18.30hrs in room L8.

Chairman: _____ Date: _____

<p>MISSION STATEMENT Putting students first Working for employers Supporting our community</p>
